



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

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November 05, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
OFFICE OF MANAGED CARE REORGANIZATION STUDY
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in the Department of Health Services to implement findings of the Office of Managed Care Reorganization Study.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 124 ordinated positions to implement results of the Office of Managed Care Reorganization Study in the Department of Health Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Office of Managed Care Reorganization Study

The study was conducted in response to the Department of Health Services' (DHS) request to reorganize the Office of Managed Care to transform managed care services to respond to the massive health care delivery changes required by the California 1115 Medicaid Waiver and the impending national health reform. In addition, the transition of the Community Health Plan staff to serve as the Medical Service Organization function for the Department was approved by the Board on March 29, 2011. We have reviewed a total of 222 ordinance positions within DHS-Office of Managed Care and DHS-Administration, and we are recommending reorganization of various functions as well as reclassification of 124 ordinated positions, of which 123 are budgeted. These actions will provide the appropriate position allocation and organization structure to assist the department with recruitment efforts.

Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings for the 123 budgeted positions that will be reclassified is estimated to total \$959,859 and there is no Net County cost. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for DHS. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

11/5/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

PAC:AE:ra

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Department of Health Services

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS**

HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
1	Registered Nurse I Item No. 5133A N21 RN01 Represented	Registered Nurse II Item No. 5134A N21 RN02 Represented	Quality Management and Clinical Compliance Program Section
1	Senior Health Educator Item No. 4850A NM 85J Represented	Health Educator Item No. 4848A N3M 82K Represented	Quality Management and Clinical Compliance Program Section
1	Staff Analyst, Health Item No.4593A NM 97A Non-Represented	Staff Development Specialist Item No. 1861A NM 87L Non-Represented	Patient Relations and Referrals Section

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

HEALTH SERVICES – OFFICE OF MANAGED CARE

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
3	Account Clerk II Item No. 0578A NMV 65E Represented	Intermediate Clerk Item No. 1138A NMV 61L Represented	Finance Section
3	Accountant II Item No. 0647A NM 79D Represented	1 - Accounting Systems Technician Item No. 0665A NM 83J Represented 2 - Financial Specialist III Item No. 0749A N27M 88F Non-Represented	Finance Section
3	Accounting Technician I Item No. 0642A NM 68G Represented	2 - Account Clerk I Item No. 0577A NMV 62F Represented 1 - Accounting Systems Technician Item No. 0665A NM 83J Represented	Finance Section Finance Section
6	Administrative Assistant II Item No. 0888A NM 81K Represented	Staff Assistant I Item No. 0907A NM 73E Represented	1 - Human Resources and Facilities Support 1 - Information Systems Section 4 - Provider Support and Managed Care Services Operations Section

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
2	Administrative Assistant III Item No. 0889A NM 85K Represented	1 - Senior Departmental Personnel Assistant Item No. 1843A NM 80C Non-Represented 1 - Staff Assistant I Item No. 0907A NM 73E Represented	Human Resources and Facilities Support Provider Support and Managed Care Services Operations Section
1	Administrative Services Manager III Item No. 1004A NM 106K Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 104B Non-Represented	Provider Support and Managed Care Services Operations Section
1	Assistant Staff Analyst, Health Services Item No. 4595A NM 93A Non-Represented	Health Education Assistant Item No. 4846A NM 73K Represented	Quality Management and Clinical Compliance Program Section
1	Chief Clerk Item No. 1182A NMV 81C Represented	Accounting Technician II Item No. 0643A NM 72F Represented	Finance Section
1	Chief Physician III Item No. 5459-78A N42 E11 Non-Represented	Physician Specialist, Non-Megaflex Item No. 5476-55A N43 D05 Represented	Medical Management Division

RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
26	Community Health Plan Marketing Representative Item No. 9180A NM 78C Represented	1 - Intermediate Supervising Clerk Item No. 1176A NMV 70C Represented 24 - Senior Typist-Clerk Item No. 2216A NMV 67D Represented 1 - Staff Assistant I Item No. 0907A NM 73E Represented	Patient Relations and Referrals Section Patient Relations and Referrals Section Provider Support and Managed Care Services Operations Section
1	Epidemiologist Item No. 1759A NM 93K Non-Represented	Clinical Social Worker Item No. 9013A N33M 87F Represented	Utilization Management Section
2	Financial Specialist II Item No. 0748A N27M 84F Non-Represented	Financial Specialist IV Item No. 0750A N27M 92F Non-Represented	Finance Section
1	Financial Specialist IV Item No. 0750A N27M 92F Non-Represented	Financial Specialist III Item No. 0749A N27M 88F Non-Represented	Finance Section
1	Fiscal Officer II Item No. 0753A NM 106K Non-Represented	Fiscal Officer I Item No. 0752A NM 97J Non-Represented	Finance Section

RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
2	Health Educator Item No. 4848A N3M 82K Represented	1 - Clinic Nursing Attendant I Item No. 5087A N2M 53H Represented 1 - Medical Case Worker II Item No. 9002A NM 78D Represented	Utilization Management Section Utilization Management Section
1	Intermediate Clerk Item No. 1138A NMV 61L Represented	County Messenger Driver Item No. 6026A NM 61L Represented	Human Resources and Facilities Support
3	Intermediate Supervising Typist- Clerk Item No. 2221A NMV 71B Represented	1 - Intermediate Clerk Item No. 1138A NMV 61L Represented 2 - Supervising Clerk Item No. 1174A NMV 66E Represented	Human Resources and Facilities Support Finance Section
4	Intermediate Typist- Clerk Item No. 2214A NMV 62K Represented	Intermediate Clerk Item No. 1138A NMV 61L Represented	1 – Finance Section 2 - Patient Relations and Referrals Section 1 - Provider Support and Managed Care Services Operations Section

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
1	Management Secretary III Item No. 2109A NM 84G Non-Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Medical Management Division
1	Medical Director, II (UC) Item No. 5462A N42 E26 Non-Represented	Director, Office of Managed Care (UC) Item No. 4568A N23 R18 Non-Represented	Director's Office
1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	Utilization Review Nurse Supervisor I Item No. 5125A N21 RN06 Represented	Utilization Management Section
1	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	Quality Management and Clinical Compliance Program Section
1	Physician Specialist, Non-Megaflex Item No. 5476-78A N43 D06 Represented	Senior Physician Item No. 5456-55N N42 E07 Non Represented	Medical Management Division
2	Public Information Assistant Item No. 1598A NM 77G Non-Represented	Marketing Analyst Item No. 1772A NM 89L Non-Represented	Business Development Section

RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
16	Registered Nurse I Item No. 5133A N21 RN01 Represented	<p>11- Registered Nurse II Item No. 5134A N21 RN02 Represented</p> <p>3 - Registered Nurse III Item No. 5135A N21 RN03 Represented</p> <p>2 - Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented</p>	<p>6 - Quality Management and Clinical Compliance Program Section</p> <p>5 - Utilization Management Section</p> <p>1 - Medical Management Division</p> <p>2 - Utilization Management Section</p> <p>1 - Quality Management and Clinical Compliance Program Section</p> <p>1 - Utilization Management Section</p>
2	Secretary II Item No. 2095A NMV 69H Represented	<p>1 - Chief Clerk Item No. 1182A NMV 81C Represented</p> <p>1 - Secretary III Item No. 2096A NMV 71H Represented</p>	<p>Finance Section</p> <p>Patient Relations and Referrals Section</p>

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
6	Senior Clerk Item No. 1140A NMV 66E Represented	5 - Accounting Technician I Item No. 0642A NM 68G Represented 1 - Intermediate Clerk Item No. 1138A NMV 61L Represented	Finance Section Finance Section
1	Senior Health Educator Item No. 4850A NM 85J Represented	Health Educator Item No. 4848A N3M 82K Represented	Quality Management and Clinical Compliance Program Section
1	Senior Management Secretary IV Item No. 2117A NM 90G Non-Represented	Senior Secretary III Item No. 2102A NM 80G Non-Represented	Director's Office
3	Senior Secretary II Item No. 2101A NM 78G Non-Represented	2 - Secretary III Item No. 2096A NMV 71H Represented 1 - Senior Secretary III Item No. 2102A NM 80G Non-Represented	1 - Finance Section 1 - Information Systems Section Medical Management Division
1	Senior Secretary III Item No. 2102A NM 80G Non-Represented	Secretary IV Item No. 2097A NMV 73H Represented	Business Development Section

RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
3	Senior Staff Analyst, Health Item No. 4594A NM104B Non-Represented	1 - Accountant III Item No. 0648A NM 83F Represented 1 - Administrative Services Manager II Item No. 1003A NM 96L Non-Represented 1 - Supervising Administrative Assistant II Item No. 0897A NM 94L Non-Represented	Finance Section Business Development Section Patient Relations and Referrals Section
2	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	1 - Intermediate Clerk Item No. 1138A NMV 61L Represented 1 - Supervising Clerk Item No. 1174A NMV 66E Represented	Provider Support and Managed Care Services Operations Section Utilization Management Section
8	Staff Analyst, Health Item No. 4593A NM 97A Non-Represented	1 - Administrative Assistant II Item No. 0888A NM 81K Represented 1 - Administrative Assistant III Item No. 0889A NM 85K Represented	Utilization Management Section Patient Relations and Referrals Section

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
	Staff Analyst, Health (continued)	<p>1 - Administrative Services Manager III Item No. 1004A NM 106K Non-Represented</p> <p>1 - Contract Program Auditor Item No. 4614A NM 89G Non-Represented</p> <p>1 - Principal Departmental Personnel Assistant Item No. 1845A NM 87A Non-Represented</p> <p>1 - Senior Contract Program Auditor Item No. 4615A NM 93A Non-Represented</p> <p>1 - Senior Health Educator Item No. 4850A NM 85J Represented</p> <p>1 - Supervising Administrative Assistant I Item No. 0896A NM 85K Represented</p>	<p>Patient Relations and Referrals Section</p> <p>Quality Management and Clinical Compliance Program Section</p> <p>Human Resources and Facilities Support</p> <p>Quality Management and Clinical Compliance Program Section</p> <p>Quality Management and Clinical Compliance Program Section</p> <p>Provider Support and Managed Care Services Operations Section</p>

**RECOMMENDED RECLASSIFICATIONS FOR
OFFICE OF MANAGED CARE REORGANIZATION STUDY POSITIONS (cont'd)**

Number of Positions	Present Classification and Salary	Classification Findings and Salary	Location
1	Staff Assistant I Item No. 0907A NM 73E Represented	Accounting Technician I Item No. 0642A NM 68G Represented	Finance Section
2	Staff Assistant II Item No. 0913A NM 80E Represented	Staff Assistant I Item No. 0907A NM 73E Represented	Provider Support and Managed Care Services Operations Section
2	Statistical Analyst, Health Services Item No. 1749A NM 75J Represented	Clinic Nursing Attendant I Item No. 5087A N2M 53H Represented	Utilization Management Section
2	Supervising Community Health Plan Marketing Representative Item No. 9183A NM 79L Represented	Intermediate Supervising Clerk Item No. 1176A NMV 70C Represented	Patient Relations and Referrals Section
1	Supervising Epidemiologist Item No. 1760A NMW 97K Non-Represented	Epidemiologist Item No. 1759A NM 93K Non-Represented	Quality Management and Clinical Compliance Program Section
1	Supervising Statistical Analyst Item No. 1753A NM 79K Represented	Clinic Nursing Attendant I Item No. 5087A N2M 53H Represented	Utilization Management Section

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and changing certain classifications and numbers of ordinance positions in the Department of Health Services.

JOHN F. KRATTLI
County Counsel

By: 

RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:asv

Requested: 10-01-13
Revised: 10-17-13

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and numbers of ordinance positions in the department of Health Services to implement the findings of a classification study.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.78.010 (Health Services – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4850A	4	SENIOR HEALTH EDUCATOR

SECTION 2. Section 6.78.010 (Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4848A</u>	<u>1</u>	<u>HEALTH EDUCATOR</u>
<u>1861A</u>	<u>1</u>	<u>STAFF DEVELOPMENT SPECIALIST</u>

SECTION 3. Section 6.78.010 (Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5133A	6 <u>5</u>	REGISTERED NURSE I
5134A	7 <u>8</u>	REGISTERED NURSE II
4593A	75 <u>74</u>	STAFF ANALYST,HEALTH

SECTION 4. Section 6.78.030 (Health Services – Office of managed care) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0578A	3	ACCOUNT CLERK II
5459A	4	CHIEF PHYSICIAN III
0748A	2	FINANCIAL SPECIALIST II
0753A	4	FISCAL OFFICER II
2109A	4	MANAGEMENT SECRETARY III
5462A	4	MEDICAL DIRECTOR,II(UC)
5286A	4	NURSE MANAGER
5296A	4	NURSING DIRECTOR,ADMINISTRATION
1598A	2	PUBLIC INFORMATION ASSISTANT
5133A	16	REGISTERED NURSE I
2117A	4	SENIOR MANAGEMENT SECRETARY IV

2101A	3	SENIOR SECRETARY II
0913A	2	STAFF ASSISTANT II
1749A	2	STATISTICAL ANALYST, HEALTH SERVICES
1760A	4	SUPERVISING EPIDEMIOLOGIST
1753A	4	SUPERVISING STATISTICAL ANALYST

SECTION 5. Section 6.78.030 (Health Services – Office of managed care) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0577A</u>	<u>2</u>	<u>ACCOUNT CLERK I</u>
<u>0648A</u>	<u>1</u>	<u>ACCOUNTANT III</u>
<u>0665A</u>	<u>2</u>	<u>ACCOUNTING SYSTEMS TECHNICIAN</u>
<u>1003A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER II</u>
<u>5087A</u>	<u>4</u>	<u>CLINIC NURSING ATTENDANT I</u>
<u>9013A</u>	<u>1</u>	<u>CLINICAL SOCIAL WORKER</u>
<u>6026A</u>	<u>1</u>	<u>COUNTY MESSENGER DRIVER</u>
<u>4568A</u>	<u>1</u>	<u>DIRECTOR, OFFICE OF MANAGED CARE(UC)</u>
<u>0752A</u>	<u>1</u>	<u>FISCAL OFFICER I</u>
<u>4846A</u>	<u>1</u>	<u>HEALTH EDUCATION ASSISTANT</u>
<u>1176A</u>	<u>3</u>	<u>INTERMEDIATE SUPERVISING CLERK</u>
<u>1772A</u>	<u>2</u>	<u>MARKETING ANALYST</u>
<u>9002A</u>	<u>1</u>	<u>MEDICAL CASE WORKER II</u>

<u>1845A</u>	<u>1</u>	<u>PRIN DEPARTMENTAL PERSONNEL ASST</u>
<u>2097A</u>	<u>1</u>	<u>SECRETARY IV</u>
<u>4615A</u>	<u>1</u>	<u>SENIOR CONTRACT PROGRAM AUDITOR</u>
<u>1843A</u>	<u>1</u>	<u>SENIOR DEPARTMENTAL PERSONNEL ASST</u>
<u>5456N</u>	<u>1</u>	<u>SENIOR PHYSICIAN</u>
<u>0896A</u>	<u>1</u>	<u>SUPVG ADMINISTRATIVE ASSISTANT I</u>
<u>0897A</u>	<u>1</u>	<u>SUPVG ADMINISTRATIVE ASSISTANT II</u>
<u>1174A</u>	<u>3</u>	<u>SUPERVISING CLERK</u>
<u>5338A</u>	<u>2</u>	<u>SUPERVISING STAFF NURSE I</u>
<u>5125A</u>	<u>1</u>	<u>UTILIZATION REVIEW NURSE SUPVR I</u>

SECTION 6. Section 6.78.030 (Health Services – Office of managed care) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	8	<u>5</u>	ACCOUNTANT II
0642A	40	<u>13</u>	ACCOUNTING TECHNICIAN I
0643A	4	<u>2</u>	ACCOUNTING TECHNICIAN II
0888A	7	<u>2</u>	ADMINISTRATIVE ASSISTANT II
0889A	3	<u>2</u>	ADMINISTRATIVE ASSISTANT III
5295A	2	<u>3</u>	ASST NURSING DIR,ADMINISTRATION
4595A	6	<u>5</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
9180A	-40	<u>14</u>	COMMUNITY HEALTH PLAN MARKETING REP

4614A	3	<u>4</u>	CONTRACT PROGRAM AUDITOR
0749A	3	<u>6</u>	FINANCIAL SPECIALIST III
0750A	2	<u>3</u>	FINANCIAL SPECIALIST IV
4848A	3	<u>2</u>	HEALTH EDUCATOR
1138A	4	<u>13</u>	INTERMEDIATE CLERK
2221A	4	<u>1</u>	INTERMEDIATE SUPVG TYPIST-CLERK
2214A	6	<u>2</u>	INTERMEDIATE TYPIST-CLERK
5134A	14	<u>25</u>	REGISTERED NURSE II
5135A	3	<u>6</u>	REGISTERED NURSE III
2095A	3	<u>1</u>	SECRETARY II
2096A	4	<u>4</u>	SECRETARY III
1140A	8	<u>2</u>	SENIOR CLERK
2102A	4	<u>2</u>	SENIOR SECRETARY III
4594A	4	<u>2</u>	SENIOR STAFF ANALYST,HEALTH
2216A	7	<u>30</u>	SENIOR TYPIST-CLERK
4593A	24	<u>13</u>	STAFF ANALYST,HEALTH
0907A	2	<u>11</u>	STAFF ASSISTANT I
9183A	3	<u>1</u>	SUPVG CMTY HLTH PLAN MARKETING REP

SECTION 7. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSNOV13ABCEO]